

Subcontractor Task Overview

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Overview of Subcontractor Tasks

Dear [Subcontractor Name],

We are pleased to outline the tasks and responsibilities assigned to your team as part of our contract. Below is the overview of the expected deliverables:

Task Overview:

- **Task 1:** [Description of Task 1]
- **Task 2:** [Description of Task 2]
- **Task 3:** [Description of Task 3]

Timeline:

All tasks are expected to be completed by [Insert Deadline]. Please adhere to the following milestones:

- **Milestone 1:** [Milestone Description and Date]
- **Milestone 2:** [Milestone Description and Date]
- **Milestone 3:** [Milestone Description and Date]

Contact Information:

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to these tasks. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]